



LOST & FOUND PROPERTY

Directive: 9-102

Date of Issue: July 2013 Amends/Cancel: Chapter X Sec 1D
G.O. 10-05

I. PURPOSE

The purpose of this Directive is to establish procedures for Department of General Services Maryland Capitol Police (DGS-MCP) personnel when they come into contact with lost or found property.
(Lost/Found)

II. POLICY

All members of DGS-MCP will strictly adhere to the procedures set forth in this Directive.

III. PROCEDURES

- A. Any time a member of DGS-MCP comes into contact with lost or found property, regardless of value; a report will be generated within the Computer Aided Dispatch and Records Management System (CAD/RMS).
- B. Security Officers will immediately call for Police assistance anytime property is turned into them. Security Officers will not inventory property (including wallets, purses or briefcases) in hopes of trying to identify an owner. DGS-MCP Officers on post will not hold property until the end of a shift in hopes someone will claim it. This includes but is not limited to keys, identification cards, wallets, or purses.
- C. At shift change any property left behind by the previous shift becomes the responsibility of the oncoming shift. It is therefore recommended every DGS-MCP Officer assuming a post inspect that post for any unclaimed property. Any DGS-MCP Officer finding property left by the previous shift will immediately notify the duty supervisor.